

The U.S. Embassy in Montevideo is seeking a university student who meets the requirements below and who would be interested in achieving practical experience through a volunteer internship in the Embassy's *General Service Office - Housing Unit*.

### Housing Unit:

The student intern will gain experience in the following areas by assisting experienced *General Services Office (GSO) Section* personnel in:

- **Administrative Assistance:** Schedule appointments with realtors and Landlords, write letters to Landlords and communicate with them via e-mail, access data bases and upload information to keep spreadsheets current, draft requirements lists, translate inspections reports, scan, file and shred documents, make photocopies, and provide general administrative support.

The internship will take place at the U.S. Embassy building in Montevideo. Interns should be available at least 4 hours per day, Monday through Friday. Embassy work hours are from 9:00 a.m. to 5:30 p.m. Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

### **QUALIFICATIONS REQUIRED:**

- Currently enrolled in a local university or trade school, in the areas of Secretarial Studies, Communications, Administrative Studies and/or related studies. Students who will be graduating soon are not qualified. Recommendation letters from two professors will be needed.
- The successful candidate should have a proactive and outgoing personality and be able to work under pressure. Self initiative will be valued.
- Excellent English-language and typing skills are a must, as well as complete familiarity with search engines, use of data bases, and the most common Office 2007 applications and commands therein.

## **OTHER FORMAL REQUIREMENTS FOR VOLUNTEER INTERNSHIP:**

1. Age: Must have at least 18 and no more than 25 years old.
2. Citizenship: This opportunity is only for non-U.S. citizen students. U.S. citizens who are interested in applying for a student internship with the Department of State, can find further background information @ <http://careers.state.gov/student/>
3. Must be a student in good academic standing, provide a certified transcript to verify and provide written permission from the educational institution.
4. Medical Insurance: interested student must have his/her own medical insurance.
5. Practical professional experience has to be a career requirement.
6. Commitment to follow through with the internship until its completion.

## **SELECTION PROCESS**

All interested candidates who fulfill the requirements explained above should send updated biographical data sheet containing detailed information on studies, past work experience (if any) and references to [jobsMVD@state.gov](mailto:jobsMVD@state.gov) before **November 18, 2015**

First screening of applicants will be done on bases of the data provided. The best qualified candidates will be called for an interview.

Once selected, the candidate will be subject to medical and security checks before approval to participate in the program.

## **ADVANTAGES FOR THE STUDENT**

This can be a very interesting opportunity to obtain practical experience in a challenging environment, practice the English language, gain experience and be exposed to the latest developments in U.S. - Uruguayan commercial relations and administrative practice.

The Embassy will provide a report on the student's performance according to the requirements of the student's University.

**FINAL NOTE: The intern is not considered an employee.** There is no compensation, benefits or leave.